

28 SEP 1970

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Approved For Release 2001/11/01 : CIA-RDP73-00099A000200020007-9

3 AUG 1970

MEMORANDUM FOR: Chairman, Records Management Board
SUBJECT : Agency Microform Planning

25X1A 1. In response to your memorandum of 30 June 1970 concerning the above subject, attached are the comments of [REDACTED] relative to the documents which you furnished him.

25X1A 2. While the attached constitutes the "technical assistance and informal comment" which you requested, and is in consonance with his role as a technical advisor to the Records Management Board, you may accept his remarks as the general position of this Division relative to the initiation of an Agency-wide program to reduce our dependence upon paper in the generation, use, and retention of record material. In my opinion, we are at a stage where we must determine how records are to be miniaturized, not whether they should be miniaturized. It seems to me that a program such as that suggested by [REDACTED] whereby the various Agency components assume responsibility for proceeding with the microfilming of material being generated for inactive files with the objective that little, if any, nonminiaturized material will be sent to [REDACTED] for storage after a 3-year period, has considerable merit and I encourage the Records Management Board to give it most serious consideration.

25X1A 3. As we have discussed previously, I feel that you, as the Chairman of the Agency Records Management Board, must continue to provide leadership for the Agency in this very important area. While I do not see a necessity for firm, centralized control and standardization for the sake of standardization, the development of policies and programs and the coordination of systems development are within your purview. It is urgent that we establish a sense of direction with the least possible further delay.

4. You may be sure that PSD will assist the Board to the extent that our technical expertise and facilities permit.

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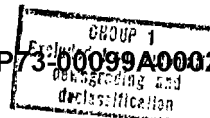
Chief

Printing Services Division, OL

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